

# 279TH BASE SUPPORT BATTALION

## COMMANDER'S POLICY

<b>POLICY NUMBER:</b> 01-04	<b>DATE:</b> 08 July 2003
<b>SUBJECT:</b> Delegation of Signature Authority	
<b>PROPONENT:</b> Adjutant (469-7713/8651)	<b>DISTRIBUTION:</b> A, B & C

**PURPOSE:** Establish a policy and procedure for the delegation of signature authority by the Commander, 279<sup>th</sup> Base Support Battalion.

**SCOPE:** Applies to all soldiers, and Department of Defense (DoD) employees in the Bamberg German/American Military Community.

**REFERENCE:** AR 25-50, Preparing and Managing Correspondence

### POLICY:

1. The 279<sup>th</sup> Base Support Battalion Commander is the only person who has the authority to approve or sign documents involving policy, money, resources, or personnel. Delegation of signature authority is by individual and is not inherent to a position or assistant; signature authority will be in writing, per individual, to include personnel that "sign for".
2. Signature authority for certain types of correspondence, as defined in this policy statement, is delegated to the Executive Officer (XO) and the principal directors to sign 'FOR THE COMMANDER' – Adjutant, DCA, DRM, DPW and S3. Only these personnel are authorized signature authority. All other correspondence not under the delegated signature of the staff must obtain approval from the XO or Adjutant.
3. The BSB Commander retains the authority to cancel or withdraw delegated authority at any time.
4. Only the S3 or XO may sign for the commander concerning taskings for operational personnel requirements.
5. In the absence of the commander, an officer will be delegated to sign as the "Acting Commander".
6. A copy will be provided for the commander's reading file when correspondence is signed "For the Commander".

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7. Special staff officers can pass information under their own signature to a BSB staff counterpart. Proper usage will not require "For the Commander" signature blocks.
8. The 279<sup>th</sup> BSB Commander's signature is required when correspondence is directed to General Officers (GO), chief of staff of a headquarters commanded by a GO, any commander LTC or higher and senior level USAREUR personnel.
9. If a correspondence is directing a new policy, modification in policy, or it is a subject that has high-level USAREUR staff interest, then the correspondence must be signed personally by the ASG Commander.
10. All delegated authority is automatically cancelled upon the individuals' change of duties or change of command of the BSB Commander.
11. "Maximum Support - It Shall Be Done!"

DANIEL L. THOMAS  
LTC, MI  
Commanding